

General Certificate of Secondary Education
June 2004



**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY
(Double Award)**

Unit 3: ICT and Society

3850/3/TN

AQA-Assessed Unit: Instructions and Guidance for Teachers

1 March 2004 to 14 May 2004

CONFIDENTIAL - OPEN ON OR AFTER 24 FEBRUARY 2004

This booklet contains three sections:

- Section 1: The conditions under which the assignment for Unit 3 must be conducted - page 2
- Section 2: Notes on the *Candidate's Booklet* - page 4
- Section 3: The Assessment Criteria - page 13

The purpose of this booklet is to provide support and guidance for teachers/tutors in their management of the examination for Unit 3.

These *Instructions and Guidance* must be read in conjunction with the *AQA-Assessed Unit: Candidate's Booklet* for Unit 3.

Section 1: The conditions under which the assignment for Unit 3 must be conducted

Unit 3: ICT and Society is assessed by AQA by means of an assignment comprising three tasks. The assignment is completed by each candidate in their own centre and marked externally by an examiner appointed by AQA.

About the specified period set aside for the completion of the assignment

The AQA-Assessed Unit: Candidate's Booklet contains details of the three tasks set by AQA. **Centres are not permitted to change or re-word these tasks in any way.**

Candidates must research and complete the tasks within the specified period laid down by AQA. The *Candidate's Booklet* can be issued at any time during this period. In 2004 the specified period for the June series of examinations is:

1 March 2004 to 14 May 2004

It is expected that, within the specified period, the production of the three tasks for the assignment (the Report, the Presentation and the Newsletter or Brochure) will take place during normal ICT lesson times. Candidates do not have to work under full examination conditions during these lessons but they must be sufficiently supervised to enable the supervisor to be confident that the work is the candidate's own. During such "controlled lesson time", the supervisor should expect a purposeful working environment, with candidates working independently on their tasks. Candidates cannot work on the production of a task without supervision. **It is expected that such controlled lesson time will not be less than 10 hours' duration and not more than 20 hours.** Candidates must be advised how long the centre intends to allocate to controlled lesson time for the completion of the tasks, and the date by which work for Unit 3 must be handed in for submission to AQA. Controlled lesson times must be logged on the document, *Record of Lessons under Controlled Conditions*, provided on Page 11 of this booklet, and posted to the AQA examiner **not later than** the last day of the specified period, 14 May 2004.

Research and note-taking in preparation for the tasks may be carried out by candidates outside controlled lessons at any time during the specified period, as the *Candidate's Booklet* can be removed from the centre. Candidates may take hard copies of their research notes into lessons with them, but they may not take in information held electronically, either on disk or by any other means; nor are they permitted to carry mobile phones. Candidates may not have access to the Internet or any intranet during these controlled lesson times; nor are candidates permitted to "copy type" the actual task (i.e. the Report, Presentation etc.) from a version made out of controlled lesson time. For some research activities, it is acceptable for candidates to work in pairs, if they wish. In work produced as a result of collaboration, the teacher must identify which work is attributable to each candidate. All work which each candidate hands in for marking by AQA must be his/her own work and not copied from, or shared with, or prepared by, anyone else.

Candidates are not permitted to do research during controlled lesson times.

Candidates are not permitted to work on the tasks outside the specified period.

If the course based on the **GCSE in Applied ICT** has not been completed by 1 March, it is acceptable for the issue of the *Candidate's Booklet* to be delayed. However, under no circumstances can the last date for posting candidates' work, 14 May 2004, be put back.

It is acceptable for the teacher to include some taught sessions between controlled sessions, provided that the material covered is of a general nature and not directly related to the assessed tasks. It is not acceptable for the teacher to deliver content during controlled sessions.

It is expected that candidates will only be issued with the *Candidate's Booklet* after they have been properly prepared for the assignment by their teacher(s).

From time to time, in advance of the examination, centres may be required by AQA to supply details of the timetabling of the controlled lessons for Unit 3. This information may be used by visiting members of the JCGQ/AQA Examinations Inspectorate to check that controlled lessons are being conducted in accordance with the AQA specification and the *AQA-Assessed Unit: Instructions and Guidance for Teachers*. The Head of Centre will be obliged to make arrangements that will facilitate the work of the JCGQ/AQA Examinations Inspectorate.

Steps which must be taken by the centre to secure the computer network

Each centre must ensure that suitable equipment is available to candidates for them to be able to carry out the tasks effectively.

Centres **must** create separate computer User Areas on computers or servers used by candidates, in which each candidate will store his/her assignment. Centres must ensure that these User Areas cannot be accessed by candidates outside controlled lesson times. Access to every User Area must be directed and controlled by the supervisor. This is most easily done by changing passwords (which would be unknown to candidates), or by use of an electronic time-lock, although other electronic means are acceptable.

The centre must use the *Record of Lessons Under Controlled Conditions* form on page 11 of these *Instructions and Guidance for Teachers* to record the dates and times of sessions when candidates are producing their assignments. This record must be signed by both the supervisor(s) and the Head of Centre to confirm the dates on which the controlled lessons took place. The form must be detached from the booklet and sent to the AQA examiner with the assignments **on or before 14 May 2004**, the last day of the specified period.

Section 2: Notes on the *Candidate's Booklet*

If candidates seek advice during the specified period, teachers are permitted to explain any aspect of the *Candidate's Booklet* to enable candidates to understand what they must produce for the tasks. This advice, however, should be of a general nature, and should be concerned primarily with the interpretation of the tasks in the assignment. Teacher guidance must not give unfair advantage to any particular candidate.

In the following pages, text in italicised font is taken directly from the *AQA-Assessed Unit: Candidate's Booklet*. The numbered paragraphs of the boxed text refer back to that *Booklet*.

Instructions for candidates

- *You must produce an assignment by completing three tasks. The assignment will be marked by an AQA examiner. The assignment must be produced in a number of supervised "controlled lessons".*
- *You must use a computer to produce the assignment (see Note 1). You must print out your work from the computer so that you can hand it in.*
- *During the controlled lessons you must **not** access the Internet, or any intranet, and you must **not** copy text (see Note 2) from any document which you have prepared outside the controlled lessons.*

Note 1: Any candidate who does not use a computer to produce the assignment could lose some or all of their marks. Special consideration should be requested from AQA for candidates whose work, including the ability to use a computer in its production, has been affected by illness or other exceptional circumstances. Further information about the circumstances when special consideration may be requested is given in section 16.3, "Problems with Individual Candidates", of the specification. Information about the procedure is issued separately in the document, "*Regulations and Guidance relating to Candidates with Particular Requirements*", which can be obtained from your centre's examinations officer or from AQA.

If a candidate is absent from a lesson taken under controlled conditions and has fallen behind in computer hours, teachers should accommodate such occasional absence by ensuring that the opportunity is created for them to make up any session missed. Similarly, if a candidate has difficulty producing work on a computer due to equipment failure, it will be expected that the centre will create an opportunity for the candidate to make good this work.

Note 2: Candidates will not be permitted to "copy type" or cut and paste work which they intend to hand in for marking and which they have prepared outside the controlled lessons, from documents prepared outside controlled lesson time. Candidates are permitted to refer to their notes during the controlled lessons when they are working on the three tasks. Candidates are not permitted to take floppy disks or other electronic media into the controlled lessons. However, before entering the controlled time, and in good time for the teacher to check the contents, the candidate may pass to the teacher a floppy disk containing any graphic image the candidate wishes to access. The image(s) must be stored in the User Area of the centre's network set aside for use only during the controlled time. For the purposes of Unit 3, a graphic is any object which is not formatted as text, so items such as clipart, photographs, pie charts, graphs, scans of logos, etc, would be acceptable. A scanned image of a page of text saved as a graphic is not acceptable.

Background to the assignment

2. *The assignment for Unit 3 has three tasks which must be completed in class time, using a computer (see Note 3), by a given deadline. Details of these tasks can be found on page 3 and on pages 6 to 10 of this booklet. However, you need to be aware of the following:*
- *you will have to find information to help you complete the tasks (see Note 4). This research should be carried out **before** you start work on the tasks. Research can be done in your own time as well as during school or college time. Your research notes may be handwritten or produced on a computer. Do **not** hand in these notes (see Note 5);*
 - *as part of the tasks, you will need to list all the sources of information you used when researching for the tasks. These Lists of Sources (see Note 6) can be produced in your own time. The Lists of Sources can be handwritten or produced on a computer. You must hand in these Lists for marking by the AQA examiner.*

Note 3: All three tasks (the Report, the Presentation and the Newsletter or Brochure) must be produced using a computer and then printed out onto A4 paper. Floppy disks, CDs or any other media will **not** be accepted by the examiner.

Note 4: Each of the three tasks must be carried out within the context of a real-life situation that exemplifies the impact of ICT developments in the areas of society identified in the *Candidate's Booklet*.

Note 5: The notes that candidates compile in the course of their research are not required by the examiner and must not be sent. If sent inadvertently, they will be disregarded by the examiner. These notes can be produced in candidates' own time. They can be handwritten or word-processed. It is not acceptable for candidates to take text books in to controlled time. As it is intended that the AQA-assessed unit is primarily a research task, and candidates' abilities to carry out effective research are being tested as much as their ICT knowledge and their capability to apply that knowledge to new situations, it would be inappropriate for them simply to bring in books, or photocopies of pages of books, without doing any proper research.

Note 6: The Lists of Sources should comprise a list of books, web sites and other sources of information (including anyone the candidates have spoken to or interviewed, other than their own teacher) that they have used in preparing for the tasks. It is expected that candidates will keep a record as they carry out their research. Each List of Sources must be included as an appendix to the corresponding task. Any list comprising general sources of information that are applicable to more than one task should be given at the end of the assignment.

Researching the assignment

5. *The research that you carry out in order to produce your assignment will possibly (see Note 7) involve you in (see Note 8):*
- *meeting and interviewing the end-users of ICT (see Note 9);*
 - *developing and circulating questionnaires, and analysing the responses;*
 - *observing ICT systems in use;*
 - *studying the documentation used.*

Note 7: Other forms of research are permissible.

Note 8: Teachers must ensure that facilities and opportunities are created for the activities listed.

Note 9: Centres must ensure that the health and safety of candidates are not put at risk during any research activity.

Working independently

8. *It is very important that everything in the assignment that you hand in for marking by the AQA examiner is **your own work**.*
9. *Any source of information, or person (see Note 10) that has helped you prepare the work you hand in, other than your teacher, **must** be identified in your Lists of Sources.*
10. *You must complete and sign an Externally-assessed Candidate Record Form (see Note 11) to confirm that the work you submit for marking is your own, and to declare whether you have had any help from people other than your ICT teacher. Your teacher will provide you with this form and explain it to you at the start of the assignment.*

Note 10: Candidates must be made aware that “or person” includes the candidate’s parent or guardian and fellow candidates. The teacher must record on the *Externally-assessed Candidate Record Form* details of any assistance given to any candidate which is beyond that given to the class as a whole and beyond that described in the specification.

Note 11: The importance of the *Externally-assessed Candidate Record Form* must be explained to candidates at the start of their work on the assignment. Candidates are required to complete and sign the form confirming that the assignment they are handing in at the end of the specified period is their own work.

Handing in your assignment

12. *The assignment that you hand in for the AQA examiner to mark:*

- *must have a fully completed Externally-assessed Candidate Record Form as its first page;*
- *must be all your own work;*
- *must have been produced on a computer;*
- *must include the Lists of Sources, which can be handwritten;*
- *must have all the assignment's pages in the correct order and numbered (see Note 12). This may be done by hand;*
- *must be completed and handed in by the deadline given to you by your teacher;*
- *must **not** have pages contained in plastic wallets;*
- *must be secured as a single document using a "treasury tag" or string (see Note 13).*

Note 12: With the exception of the *Externally-assessed Candidate Record Form*, all the tasks, any appendices and the Lists of Sources must be numbered in the order in which they are to be read by the examiner.

Note 13: The way in which assignments are bound is important for their safe passage through the post. When sending assignments to the examiner, they must be arranged in Candidate Number order and posted securely not later than 14 May 2004. Centres should obtain a proof of posting receipt for all parcels of examination work. Centres are reminded that candidates' assignments will not normally be returned to centres. They may, however, be claimed by centres under the Access to Scripts arrangements.

The marking of your assignment

14. *The work that you hand in will be marked by an examiner appointed by AQA; not by your teacher. The Assessment Criteria in Section C on page 11 of this booklet will be used by the AQA examiner to mark the assignment (see Note 14). Up to 100 marks are available.*

Note 14: See the Guidance on Assessment in section 10.5 of the specification for detailed descriptions of the requirements of the Assessment Criteria.

Task 1: A Report

2. *For this task you must carry out research and produce a **report** describing the various types of technology that are available to access information, exchange information and carry out transactions in relation to **Working Styles and New Employment Opportunities**. You must identify in the report the audience for whom your report is intended (see Note 15).*
5. *... These and other types of technology affect the way we live. Your research must include a range (see note 16) of different types of technology.*
6. *You should find that you can complete this task, meeting all its requirements, by using no more than **8 sides of A4 paper** (see Note 17). These 8 sides can be made up of both text and illustrations. The smallest font size you may use for text is 12 point.*

Note 15: Candidates must tailor their reports to meet the needs of the audience for which the report is intended. This means that the report should be written in terms which match the level of expertise and knowledge of the audience.

Note 16: A “range” is defined as three or more items.

Note 17: Candidates should be **strongly encouraged** to produce no more than the maximum number of pages indicated for each task. It is expected that Task 1 should be completed in approximately 2500 words; Task 2 should also be completed in approximately 2500 words, which will include the Presentation and its supporting notes. Task 3 comprises a 4-sided newsletter or brochure (using A4 paper) and candidates are expected to use appropriate layouts and font sizes. The number of recommended pages includes neither the Lists of Sources nor any appendices. However, the exclusion of appendices from the length of the assignment must not be used by candidates as an excuse to flout the recommended limit of approximately 20 pages overall. It must be emphasised to candidates that the examiner is looking for the quality of work produced by each candidate; not the quantity. The expectation is that any appendices will be specifically referred to in the main body of the completed task.

Task 2: A Presentation

2. *For this task you must produce **a presentation** (see **Note 18**) that could be delivered to an audience. The presentation must detail the impact of ICT developments on **Personal Communications**. You must identify in the presentation the audience for whom it is intended.*
5. *In your presentation, you must include:*
 - (a) *a description of types of individuals or groups affected by ICT developments in Personal Communications (see **Note 19**);*
 - (b) *a description of the needs met by, and possible benefits of, the use of ICT for Personal Communications by the types of individuals or groups referred to in part (a) above;*
 - (c) *a consideration of the consequences for individuals or groups who have restricted access, or no access, to ICT for Personal Communications.*
7. *You should find that you can complete this task, meeting all its requirements, by using no more than **8 sides of A4 paper or 8 web pages or slides** (see **Note 20**), which may be supported by additional notes (see **Note 21**).*

Note 18: The requirement here is for a presentation, rather than a written report. The work submitted for Task 2 should be different from that for Task 1.

Note 19: Examples of “Types of individuals or groups” are families, clubs and societies, work teams, community groups. Other types of individuals or groups are acceptable. Candidates must describe at least two groups.

Note 20: As candidates will be producing an electronic presentation for this task, part of the evidence will be screen prints. It is acceptable for these to run over more than one side of A4 paper. The “8 web pages or slides” should each be supported by additional notes. Each slide is expected to fill an A4 page.

Note 21: Unless the hard copy of the presentation is self-explanatory, additional notes will be needed to explain fully the points which the candidate wishes to make, just as when a presentation is made in real-life, for example, at a conference attended by business delegates.

Task 3: A Newsletter or Brochure

2. ... The document you produce should be suitable for giving to employees of a large company. It is up to you to design the layout of your newsletter or brochure, and to carry out research to create the content (see Note 22).

What you should hand in for AQA to mark

6. A newsletter or brochure which contains a basic explanation (see Note 23) of the main purposes of legislation covering the use of ICT at work and at home. (up to 5 marks)
7. **You can increase the marks awarded to you by:**
- including an explanation of the implications for users and organisations of the legislation; (up to 6 additional marks)
 - including a List of Sources of your information as an appendix; (up to 3 additional marks)
 - providing evidence that you have reviewed (see Note 24) your work in detail and checking that your sources of information are reliable. (up to 4 additional marks)

Note 22: Candidates must use appropriate sizes and styles of font in the production of their newsletter or brochure. It is unlikely that font size 10pt or smaller would be appropriate for body text.

Note 23: “Basic information” here is intended to mean the general areas where legislation exists, for example, data protection, copyright.

Note 24: “Reviewing” in this context means “evaluate/measure the worth of/criticise”.



Record of Lessons under Controlled Conditions 2004

GCSE Applied ICT (Double Award) 38503 Unit 3: ICT and Society

Centre name:

Centre no:

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Date	Time (from/to)	Number of hours (round up or down to the nearest hour)	Signature of supervising Teacher(s)
Total number of hours			Use additional sheets if necessary

Declaration

I confirm that, on the occasions listed above, candidates' AQA-assessed work was produced under controlled conditions as specified in the *Instructions and Guidance for Teachers* and in the terms and conditions of the GCSE in Applied ICT (Double Award) specification, and that every reasonable step has been taken to ensure that the work presented is that of the candidates named. Any assistance given to candidates beyond that given to the class as a whole and beyond that described in the specification has been recorded on the *Externally-assessed work: Candidate Record Form*.

Signature of Head of Centre:..... Date:

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Section C: The Assessment Criteria

Assessment Requirements

You must produce:

- a report describing the technologies available to access and exchange information and carry out transactions;
- a presentation detailing the impact of ICT developments in the areas specified, which can be in the form of a slide show or set of web pages. Include: a description of the groups or individuals affected in each of the areas, a description of the needs met and benefits available through the use of ICT in each area, a consideration of the consequences for individuals or groups who have restricted or no access to ICT in these areas;
- a newsletter or brochure of the main purposes of legislation covering working with and using ICT;
- evidence of the research you carried out carrying out the three tasks, including your sources.

It is expected that candidates will meet the requirements of this unit by producing no more than 20 sides of A4, including the 4 sides for the newsletter or brochure.

Assessment Criteria

Task 1: A Report (up to 30 marks)

0 - 8 Candidate produces a basic description of three technologies available to access and exchange information and carry out transactions	9 - 16 Candidate produces a more detailed description which includes descriptions of main purposes of technologies available giving advantages and disadvantages, using ICT to search, select and organise information	17 - 22 Candidate produces a detailed description which identifies trends over time based on detailed descriptions of main purposes, advantages and disadvantages of technology	23 - 30 Candidate produces a detailed and well-structured description of the main purposes, advantages and disadvantages of technology which includes a List of Sources of information, with each source evaluated and validated
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Task 2: A Presentation (up to 52 marks)

0 - 9 Candidate describes groups and/or individuals affected by ICT systems	10 - 19 Candidate's description of groups and/or individuals considers consequences of lack of access to ICT, and benefits available through use of ICT	20 - 25 Candidate's work is effective and appropriate to the needs of the audience, and produced using fully the software features available	26 - 31 Candidate's work includes evidence of the use of ICT tools to search for, and organise, information on the chosen groups and/or individuals	32 - 36 Candidate demonstrates depth of knowledge of effects of ICT developments on the chosen groups and/or individuals	37 - 43 Candidate informed how ICT will affect and/or individuals, based on knowledge of effects of ICT developments	44 - 52 Candidate evaluates own work and details validated sources of information. Candidate recognises and explores the ethical and moral implications of access (or lack of access) to ICT
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Task 3: A Newsletter or Brochure (up to 18 marks)

0 - 5 Candidate produces a simple description of the main purposes of legislation, covering working with, and using, ICT	6 - 11 Candidate produces a more detailed description which includes an explanation of implications for users of implementing the legislation	12 - 18 Candidate produces a detailed and well-structured description which includes details of the sources of information, and validates those sources as part of a detailed evaluation of the work
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